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**Transportation
Security
Administration**

To: Prospective TSA Employee for Telluride, Colorado

From: Ralph Hamblin, Assistant Federal Security Director

Subject: General Information Regarding New Employees

**Transportation Security Officer (Screener)(TSO)
Airport Fact Sheet**

Thank you for your interest in joining the Transportation Security Administration's Telluride Airport team. If you are selected as a Transportation Security Officer (Screener)(TSO), you will play an important role in the overall mission of the Department of Homeland Security (DHS) by contributing to the daily security requirements at Telluride Airport.

Given the nature of our mission at TSA, there are some unique expectations of the position for which you have applied. Specifically, you will be responsible for identifying dangerous objects in bags, cargo, and/or passengers, and preventing these objects from being transported onto aircraft. You will be required to perform various tasks such as: hand-wanding passengers, pat down searches, lifting of baggage (weighing up to 70 pounds) and performing screening duties using various electronic equipment. The TSO job is stressful at times and physically demanding. You will need to stand continuously for anywhere between one (1) to four (4) hours without a break and walk up to two (2) miles during a shift. You will be required to perform the screening duties in a courteous and professional manner at all times.

We believe, however, that TSA also provides a rewarding opportunity for you to serve your country. To assist you in your consideration of employment with TSA at the Telluride airport we have outlined some of those expectations and benefits for your review. It is extremely important that you consider and understand these aspects of employment before continuing in the assessment process.

In September 2002, under the direction of Federal Security Director Rene Dhenin, we federalized four airports on the Western Slope of Colorado: Grand Junction (GJT) which remains the "hub" of our operation, Montrose (MTJ), Gunnison (GUC), and Telluride (TEX). In time, our operations expanded to include five more spoke airports in western Colorado: Aspen (ASE), Cortez (CEZ), Durango (DRO), Eagle (EGE) and Hayden (HDN).

A Transportation Security Officer has very significant responsibilities and plays an important role in ensuring the safety of our nation's flying public. To guarantee you're well-qualified to do this demanding and vital job, your assessment and training is all-encompassing and must be satisfactorily completed prior to your certification as a TSO.

Once you are offered a position as a TSO you will be required to attend a “Basic Screener Class” of 10 days. After successfully passing this class, you will need to complete 14 days of “On-The-Job-Training” (OJT). If the “Basic Screener Class” is held out of the area of TEX, your subsistence will be paid for by the federal government. The OJT will normally be held at GJT, MTJ, or DRO.

You will be assigned a shift to work after successful completion of OJT. Each of the nine airports we have is different – different flight times, hours of operation, and passenger loads which necessitates different scheduling requirements. In short, each has its own personality. One thing that is consistent is that the airports are open seven days a week and require staffing.

Shift schedules for both full-time and part-time employees are based upon the needs of the organization. The need for TSOs obviously is based upon the airline’s departing flight times at each airport and the amount of passengers flying that day. For example, some airports in Western Colorado operate with very minimal flights per day. These airports require split shifts and/or the entire workforce being part-time. Other airports fluctuate between a Summer schedule having minimal flights and Winter schedule having an increase of up to 10 times the flights and 20 times the amount of passengers from flights in Spring, Summer and Fall.

TEX

Currently, the airport at Telluride Colorado (TEX) is serviced by America West Express, and Great Lakes Aviation. Each of the airplanes departing from this airport has a passenger load that varies from 19-37 passengers. The schedule of flights at this airport varies from 2-7 flights per day. All new employees hired for TEX may be full- or part- time employees.

The airport and air carriers operate 365 days of the year. Because of the nature of the business, screeners work holidays and weekends. Historically, full-time screeners work eight hour days, five days per week or 10 hour days, four days per week, or a total of 40 hours six days one week and five days the next week. Shifts can be anywhere from 5:30 am to 6:30 pm. Part-time employee’s schedule would be predicated upon flight schedules and organization need, and would be between 16-32 hours/week. For example, part-time employees might work five 6-hour days, or some similar combination to reach the mandated hours.

Days off have been consecutive. Split shifts may be necessary if the needs of the organization require it. Schedules, shifts and days off are not set in stone and are subject to change due to staff shortages and/or changes in flight schedules.

Often new hires are sent to Grand Junction for the orientation, basic screener training, as well as OJT. OJT has previously been accomplished via six 12 hour days for two weeks, wherein TSOs are able to meet the requirement to have 110 hours of on the job training required for certification. The total time spent in training and OJT is 3 ½ to 4 weeks.

Thank you for your interest by applying for a TSO and good luck!